

641—55.2(135) Meetings. The advisory council on head injuries shall meet at least quarterly. The first regular meeting of the fiscal year is the annual meeting. Upcoming meeting dates are set at regular council meetings. A majority of the members shall constitute a quorum.

All meetings will be held in facilities accessible and functional for people with physical disabilities. A good faith effort will be made to have all written meeting materials available in Braille or on audiotape if requested by people with visual impairments and to provide sign language interpreters for people who are deaf if requests are received within a reasonable time prior to the meeting. Notice of a meeting is published at least 24 hours prior to the meeting and will contain the specific date, time, and place of the meeting. All meetings shall be held in facilities that are accessible to people with physical disabilities. Agendas are available to any interested persons a minimum of five days prior to or at the meeting. If requested, agendas are available in Braille or on audiocassette. All meetings are open to the public unless a closed session is allowed, pursuant to Iowa Code section 21.5, and is voted by two-thirds of the entire membership or by all present. The operation of council meetings will be governed by the following rules of procedure:

55.2(1) Any council member who is unable to attend a meeting will notify the council office; there may not be a meeting if a majority is not present.

55.2(2) When a quorum is present, a position is carried by affirmative vote of a majority of the entire membership of the council.

55.2(3) Persons wishing to make a presentation to the council shall submit the request to the council office not less than 14 days prior to the meeting. Presentations may be made at the discretion of the chair or only upon matters appearing on the agenda.

55.2(4) Persons wishing to submit written materials should do so at least 14 days in advance of the scheduled meeting to ensure that council members have adequate time to receive and evaluate the material.

55.2(5) Special meetings may be called by the chair only upon finding good cause and shall be held in strict accordance with Iowa Code chapter 21. Special meetings may also be called by a majority of the members. A special meeting does not include the task forces; it is an emergency meeting of the council for business that cannot wait until the next regular council meeting.

55.2(6) Cameras and recording devices may be used at open meetings, provided they do not obstruct the meeting. The presiding officer may request a person using such a device to discontinue its use if it is obstructing the meeting. If a person fails to comply with the request, the presiding officer shall order that person excluded from the meeting.

55.2(7) The presiding officer may exclude any person from the meeting for repeated behavior that disrupts or obstructs the meeting.

55.2(8) Instances not covered by these rules shall be governed by Robert's Rules of Order (newly revised).

55.2(9) The council may conduct a meeting by electronic means only in circumstances where such a meeting in person is impossible or impractical, pursuant to Iowa Code section 21.8. Any vote by mail shall have the tabulated results presented at the next regular meeting of the council and the ballots retained for a period of six months for confirmation of results.